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OIT #0762-85  
24 September 1985

MEMORANDUM FOR: Executive Director

VIA: Administrative Officer, DCI

FROM: William F. Donnelly [redacted]  
Director of Information TechnologySUBJECT: Request for Approval to Incur Expenses  
Under [redacted]

1. Approval is requested to incur expenses allowed under [redacted]

2. I believe the expenditure of appropriate funds is authorized under [redacted] for the costs of coffee and doughnuts to be served at an Agency-hosted meeting of the Intelligence Community Information Center organization to be held on 2 October 1985. This organization represents a consortium of Information Center managers and senior staff from each Intelligence Community organization. The purpose is to share common experiences and solutions to the problems of delivering information services, and to discuss joint initiatives.

3. Designated Officials from the Central Intelligence Agency, Defense Intelligence Agency, National Security Agency, Naval Security Group Command, Army, Intelligence Community Staff, Secret Service, State Department, and Department of Energy will attend, each representing their Agency's Information Center.

4. The Agency host will be [redacted] GS-15, who is Chief of the Information Services Division, Office of Information Technology. OIT's Information Center reports to [redacted]

5. The attendance of the individuals listed in paragraph 3 is considered essential to the conduct of official Government business. The conduct of this meeting of Information Center managers will facilitate the accomplishment of OIT's duties and responsibilities.

6. The estimated cost of this function is \$60, computed at an average of \$2 per person for coffee and doughnuts with an anticipated attendance of 30 (or fewer) individuals.

[redacted]  
William F. Donnelly [redacted]

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SUBJECT: Request for Approval to Incur Expenses Under

I certify the availability of funds to cover the anticipated expenditure of \$60 indicated above.

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Budget and Fiscal Officer, DCI

9/25/85  
Date

APPROVED:

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Executive Director

25 Sept  
Date

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